

MB Meeting 4 November 2019, 15:00 -16:00 CET

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Access Code: 209-899-789

MINUTES

Attendees Marco de Niet (MdN, Chair), Georgia Angelaki (GA), Sara Di Giorgio (SdG), Fred Truyen (FT), Peter Soemers (PS), Dafydd Tudur (DT), Harry Verwayen (HV), Zuzana Malicherova (ZM), Alba Irollo (AI), Isabel Crespo (IC), Ariadna Matas (AM), Antoine Isaac (AI)

Apologies Erwin Verbruggen (EV), Stephan Bartholmei (SB)

Actions

- **Action 2019-recurring: ZM - to share the minutes of the previous and this MB meeting with the MC and on Pro, and update the list of actions on Basecamp (done).**
- **Action 2019-50: MB - to look into options to make the calls with the community managers / chairs more feasible for everyone.**
- **Action 2019-51: FT - to be in touch with AV regarding the financial reporting 2018/2019 and budget 2020.**
- **Action 2019-52: ZM - to incorporate the 2019 financial report into the 2019 ENA annual report.**
- **Action 2019-53: MB - to review the minutes via Basecamp.**

1. Communities

- *Recommendations from MB to Community SG's (incl. common format for community work plans)*

Discussions during the physical MB meeting in Frankfurt resulted in a set of recommendations on effective functioning of the communities. One of the recommendations addressed how to streamline the community reporting process: since the community SGs are asked to provide the community work update in writing, during the call they have an opportunity to bring up any additional issues they potentially struggle with. The present community managers and chairs confirmed that they agree with the new reporting format. In response to the suggestion to include near future plans in the progress update report, AI suggested that if reporting bimonthly, it would create too much overhead and not enough activities to report on. The present members agreed that if a community has something relevant coming up, they can mention it, otherwise there is no need for it. GA emphasized that the future activity planning and reporting needs a more common and better coordinated approach. The current work plans have never not been properly reviewed and followed upon in detail, therefore they can be given extension and be updated for next year instead of creating new 2020 ones.

—> **Action 2019-50:** MB - to look into options to make the calls with the community managers / chairs more feasible for everyone.

- *Progress update and community sessions at the [MC meeting](#)*

EuropeanaTech: The community SG needs clarification on how much of the remaining 2019 budget can be spent and whether it can be reserved/transferred to next year. See below under budget update.

Research: In Lisbon, the SG is going to meet with the Advisory Board for the first time. The number of community members has been reduced due to opt-in process related to the GDPR rules. Although the main goal is to have less but committed members rather than many inactive ones, the number affects activity planning, e.g. survey reach.

Education: The SG is excited about the opportunity to meet representatives of education departments in Portuguese museums in Lisbon and to start collaborating with them. This is a great example of the communities expanding external partnerships. Additionally, FT has been looking into opportunities in higher education and has gotten in touch with distance universities in Latin America, which can serve as a new market for Europeana as an open source for university teachers and their courses.

Communicators: The composition of the SG remains the same. Some members are more active than others, which will be addressed during the SG meeting in Lisbon. The community has come up with new hashtags for the ENA and the communities and will discuss what the best strategy for putting them in practice would be.

Impact: The SG had a good meeting in London and there has been a steady progress in carrying out the work plan. The SG has been working on the new community Pro page, survey and a newsletter that will be sent out in the near future. The idea on the taskforce for a new professionals programme has been given a green light, now it is up to the SG to create a formal proposal for the Board to ensure that the necessary funding will be available.

Copyright: Karin Glasemann was appointed the new community chair. The SG is now ready to have their first call and start drafting a new community work plan instead of following the old one. The members can brainstorm on new ideas at the MC meeting and their input can be used the day after at the SG meeting. The survey has been completed and the results will be made public before the Lisbon event; there the SG will further reflect on the survey findings.

2. [MC meeting agenda](#)

The Board went through the final review of the agenda. The meeting will be a good opportunity to ask the Councillors how much they feel involved, as it may seem that their work is not continuously visible.

3. [Europeana 2019](#) and General Assembly preparation

The final [full programme](#) has been published. Michael Edson will do a video keynote on Friday morning and we will come up with a fun activity to energize the audience and get people on stage, possibly we can involve the MC instead of another keynote. The MB will be informed as soon as possible. There are so many people on the waiting list that there will be live streaming and recording for all of those that cannot attend in person. Next year, we should aim to accommodate a larger audience.

- General Assembly: Preparation of documents, organisation of the session

The documents have been drafted and will be shared with the Board in the coming days. They need to be ready by 13 November. During the General Assembly session, the Board members will give a short presentation of each part assigned to them and at the very end, SB will go through all the documents and ask the audience for their approval.

4. Recurrent agenda items

- Governance update: Proposal on resignation of inactive MC members

The proposal will be submitted for discussion and approval of the MC in Lisbon.

- Budget update

There haven't been major changes to the budget since the last meeting. In principle, the unspent money from one year cannot be transferred to another year, neither the money can be reserved. However, the EF senior management is aware that there is quite some underspent for the communities and that their activities are important, so if a community has money left and comes up with a solid proposal, there can be exceptions.

GA will inform the Tech SG that they can make a proposal describing specific activity, time frame and requested amount they would like to have, and as long as the request is reasonable, it can be approved.

The budget planning needs to be much better coordinated next year.

—> **Action 2019-51:** FT - to be in touch with AV regarding the financial reporting 2018/2019 and budget 2020.

—> **Action 2019-52:** ZM - to incorporate the 2019 financial report into the 2019 ENA annual report.

5. AOB

- Update on Time Machine: Memorandum of Understanding (HV)

HV has started working on a Joint Statement / Memorandum of understanding, which should ideally be announced during the conference in Lisbon. There needs to be a discussion within the Board on how to best communicate it to ENA members, how they should perceive Time Machine and how the membership can benefit them.

The narrative: As the platform is emerging, everything is going to be machine readable, which will make it possible for us to interrogate the world around us in new ways. If that world is evolving, we have to make sure that culture is an important part of it. Slide 17 describes the business model, its key partners and customer segments. The core proposition is that if the research and development (3D identification, DNA preservation etc.) is widely applied in the sector, we can play an important role in the flow of the big data of the past and creating a great experience for the beneficiaries. Slide 18 summarizes a very ambitious funding structure, which ENA members can potentially benefit from. The Time Machine very much acknowledges the role of Europeana in the sector, as well as the importance of all of Europeana standards being adopted by the sector.

6. Review of minutes and pending actions from MB meeting 15 October 2019

—> **Action 2019-53:** MB - to review the minutes via Basecamp.